Hernando County School Board
Florida

FLSA: Non-Exempt, Union

COMPUTER LAB MANAGER

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Experience in working with networked computer applications
- Experience in troubleshooting hardware and software problems
- Working knowledge of computers and educational software
- Ability to communicate and work well with others

Performance Responsibilities:

- Maintain and operate the school's computer lab(s) or distributed learning system
- Assist students and teachers
- Provide reports to teachers and administration as required
- Participate in training such as school-wide technology training, hardware training, curriculum through technology training and/or district technology training
- Offer and/or assist in technology training for new personnel and all teachers who participate
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based on approved salary schedule - Noninstructional Level R

<u>Job Code:</u>

51078

Board Approved: 7/28/20
Revised: 01/20/09, 05/17/11,
8/25/20